

**PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**  
**MAY 19, 2021**

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held **IN PERSON** on **Wednesday, May 19, 2021 at 7:00 p.m.**, at the **Radisson Hotel & Conference Center Green Bay**, in the **Bear and Turtle Rooms** of the **Three Clan's Ballroom**, 2040 Airport Drive, Green Bay, WI 54313.

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation given by Oneida Nation Councilman, Daniel Guzman King.

Announcement given by Oneida Nation Police Chief, Eric Boeinger.

Pledge of Allegiance.

Opening Roll Call:

Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote		
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	Aye	25
De Wane	2	Aye	Buckley	11	Aye	Coenen	20	Aye	Nay	0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Abstain	0
Dorff	4	Aye	Dantinne, JR.	13	Excused	Peters	22	Aye	Excused	1
Jacobson	5	Aye	Brusky	14	Aye	Suennen	23	Aye	Total	25
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye		
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye		
Borchardt	8	Aye	Van Dyck	17	Aye	Deneys	26	Aye		
Evans	9	Aye	Hopkins	18	Aye					

**No. 5 -- ADOPTION OF AGENDA.**

A motion was made by Supervisor De Wane and seconded by Supervisor Kaster “to approve agenda.” Vote taken. Motion carried unanimously.

**No. 6 -- COMMENTS FROM THE PUBLIC:**

Paul Hyland, Green Bay, WI, addressed the Board regarding Justice Support Solutions.

**No. 7 -- APPROVAL OF COUNTY BOARD MEETING MINUTES OF APRIL 21, 2021.**

A motion was made by Supervisor Borchardt and seconded by Supervisor Peters “to adopt minutes.” Vote taken. Motion carried unanimously.

**No. 8 -- ANNOUNCEMENTS BY SUPERVISORS.**

Supervisor Borchardt acknowledged Margaret Franchino's 7 years of service with Brown County at UW-Extension and congratulated her on her new endeavor in Madison.

Supervisor Lund announced EMS Awareness week is May 16<sup>th</sup> – 22<sup>nd</sup>.

Supervisor Lefebvre requested people slow down while driving and watch for geese crossing on East Shore Drive in Green Bay.

Supervisor Schadewald noted that he will be making a motion to take/approve all standing committees together, so if any supervisor would like to pull items separately, they should be aware of that now.

**No. 9 -- PRESENTATION OF COMMUNICATIONS FOR CONSIDERATION**

**LATE COMMUNICATIONS:**

**No. 9a -- FROM SUPERVISOR PETERS: THAT THE EDUCATION & RECREATION COMMITTEE: INVESTIGATE THE POSSIBILITY OF BROWN COUNTY ACQUIRING THE WESTERN PORTION OF PARCEL #: 22-64-1 TO THE CREEK BANK ACROSS THE ROAD (NICOLET DRIVE) WHERE THE FORMER EAGLES NEST SUPPER CLUB WAS LOCATED. THIS WOULD PROVIDE ADDITIONAL PARKING, AND PICNIC AREA FOR THE FUTURE BROWN COUNTY BOAT LAUNCH.**

Referred to Education and Recreation Committee.

**No. 9b -- FROM SUPERVISOR DENEYS: EXPLORE OPTIONS REGARDING THE SHERIFF'S OFFICE INDOOR RANGE.**

Referred to Planning, Development & Transportation Committee and Public Safety Committee.

**No. 9c -- FROM SUPERVISORS DENEYS AND BRUSKY: TO HAVE THE BOARD SET A TIMELINE FOR THE ESTABLISHMENT OF SINGLE POINT SECURE ENTRY OF THE BROWN COUNTY COURTHOUSE.**

Referred to Planning, Development & Transportation Committee and Public Safety Committee.

**No. 9d -- FROM SUPERVISORS DENEYS AND BRUSKY: TO HAVE THE BOARD BEGIN DISCUSSION FOR THE REPLACEMENT, UPGRADE OR REMOVAL OF THE DOWNTOWN JAIL.**

Referred to Planning, Development & Transportation Committee and Public Safety Committee.

**No. 9e -- FROM SUPERVISOR VAN DYCK: ALLOCATE \$2,500 OF BUDGETED PARK FUNDS FROM THE FRIENDS ACCOUNT, TOWARDS A PROPOSED MEMORIAL AT THE BROWN COUNTY FAIRGROUNDS, HONORING STEVE CORRIGAN.**

Referred to Education and Recreation Committee.

**No. 10a -- APPOINTMENTS BY COUNTY BOARD CHAIR.**

None.

**No. 10b -- CONFIRMATION/APPOINTMENTS BY COUNTY EXECUTIVE.**

**No.10bi -- Appointment of Michael Conley-Kuhagen, Amy Barhite and Terry Hetzel to the Aging & Disability Resource Center Board.**

A motion was made by Supervisor De Wane and seconded by Supervisor Chu **“to approve the above appointments.”** Vote taken. Motion carried unanimously.

**No.10bii -- Reappointment of Mike Vizer, Henry Wallace and Ron Antonneau to the Harbor Commission.**

A motion was made by Vice Chair Sieber and seconded by Supervisor Borchardt **“to approve the above reappointments.”** Vote taken. Motion carried unanimously.

**No. 11a -- REPORT BY BOARD CHAIRMAN.**

Chairman Buckley extended his thanks to the Radisson for allowing the County Board meeting to be held there. Chairman Buckley noted that Green Bay City Hall will open next month for a potential board meeting space and if any Supervisors would like to give their input, to contact him directly.

**No. 11b -- REPORT BY COUNTY EXECUTIVE.**

Executive Streckenbach expressed his gratitude to the Brown County employees for their quick response regarding the active shooter incident that took place at Oneida Casino and Restaurant on May 1<sup>st</sup>, 2021.

Executive Streckenbach gave a special presentation to Mary Jane Herber in recognition of her outstanding achievement and for her 50 years of service as the Brown County Local History Librarian.

**No. 12 -- OTHER REPORTS.**

None.

**No. 13 -- Standing Committee Reports**

A motion was made by Supervisor Schadewald and seconded by Supervisor De Wane **“to suspend the rules and take items #13a-#13h together.”** Voice vote taken. Motion carried unanimously with no abstentions.

Supervisor Van Dyck requested Item #13a(7) be pulled separately.

Supervisor Schadewald requested Item #13f(3) be pulled separately.

A motion was made by Supervisor Schadewald and seconded by Supervisor De Wane **“to approve items #13a-#13h, with items #13a(7) and #13f(3) pulled separately.”** Voice vote taken. Motion carried unanimously with no abstentions.

**No. 13a -- REPORT OF ADMINISTRATIVE COMMITTEE OF MAY 6, 2021.**

1. Review minutes of:
  - a. Housing Authority (January 18 and February 15, 2021). To forward to PD&T.

- b. Rural Broadband Subcommittee (April 19 and 21, 2021). Receive and place it on file.
2. 2020 Balanced Budget Adjustment. To approve. See Resolutions & Ordinances.
3. Resolution to Reauthorize Self-Funded Worker's Compensation. To approve. See Resolutions & Ordinances.
4. Resolution Regarding Table of Organization Change for the Parks Department – Program & Natural Resource Manager Position. To approve. See Resolutions & Ordinances.
5. Resolution in Support of Achieving Base Funding Goal for County Conservation Staffing. To approve. See Resolutions & Ordinances.
6. Communication from Supervisor Van Dyck re: Request a transfer of \$100,000 from the contingency fund for the purchase and implementation of agenda and meeting management software. To direct Corporation Counsel to draft a resolution to transfer \$100,000 from the contingency fund for the purchase and implementation of agenda and meeting management software and bring to a Special meeting prior to the May County Board.
7. Communication from Supervisor Van Dyck re: Request a transfer of \$400,000 from the general fund, carryover funds or other applicable sources for purchase of computers, software, audio and visual equipment, and furniture for a proposed County Board chambers/multi-purpose meeting room located in the lower level of the Brown County Central Library. To direct Corporation Counsel to draft a resolution to transfer \$400,000 from the general fund, carryover funds or other applicable sources for purchase of computers, software, audio and visual equipment, and furniture for a proposed County Board chambers/multi-purpose meeting room located in the lower level of the Brown County Central Library.
8. Communication from Supervisor Sieber re: Request a resolution of support of the Cofrin Research Center at the University of Wisconsin-Green Bay. To direct Corporation Counsel to draft a resolution of support of the Cofrin Research Center at the University of Wisconsin-Green Bay.
9. Communication from Supervisor Sieber re: Request the county provide technical assistance to municipalities who decide to collect their own first installment of property taxes. Receive and place on file.
10. Late Communication from Supervisor Schadewald re: Request an agenda item for action on changing the county code to have all persons interested in being a part of a sub-committee, commission, etc. use the application process on our Brown County Website (similar to County Executive appointments) so that all members of the County Board can have access to information about the appointments to these sub-committees, commissions, etc. To direct Administration to get it done.
11. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
12. Child Support - Budget Status Financial Report for December 2020 and March 2021 (Unaudited). Receive and place on file.
13. Child Support - Departmental Openings Summary – April 2021. Receive and place on file.
14. Child Support - Director's Report. Receive and place on file.
15. County Clerk - Budget Status Financial Reports for January, February, and March 2021 (Unaudited). Receive and place on file.
16. County Clerk - Discussion and possible action on an Agenda Management System. To hold for one month.
17. County Clerk's Report. Receive and place on file.
18. Technology Services - Budget Status Financial Report for March 2021 (Unaudited).
19. Technology Services - Budget Adjustment Request (21-031): Reallocation of up to 10% of the original appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). To approve.

20. Technology Services - Director's Report. Receive and place on file.
21. Treasurer - Request for Preference to Former Owner to Purchase Brown County owned tax deeded lands. To sell back parcel number E319 to former owner Leonard C. Whipp and Lynn M. Whipp for cashier's or certified check made payable to the Brown County Treasurer in the total amount of \$5,488.17 to be received at the Brown County Treasurer's office, located at 305 E. Walnut Street, Room 160, Green Bay, WI 54301, by 4:30 pm on or before Friday, May 14, 2021.
22. Treasurer - Budget Status Financial Report for December 2020 (Unaudited); As of 12-31-2021 the Treasurer's Budget showed a Budget Surplus of \$183,986.51. Receive and place on file.
23. Treasurer - Budget Status Financial Report for March 2021 (Unaudited); First Quarter Results. Receive and place on file.
24. Treasurer's Report. Receive and place on file.
25. Admin & HR - Budget Adjustment Log. To approve.
26. Admin & HR - Director's Reports.
  - a. Room Tax Update. Receive and place on file.
27. Corporation Counsel - Oral Report. Receive and place on file.
28. Audit of bills. To acknowledge receipt of the bills.

Item #13a(7) was pulled separately at this time.

7. Communication from Supervisor Van Dyck re: Request a transfer of \$400,000 from the general fund, carryover funds or other applicable sources for purchase of computers, software, audio and visual equipment, and furniture for a proposed County Board chambers/multi-purpose meeting room located in the lower level of the Brown County Central Library. To direct Corporation Counsel to draft a resolution to transfer \$400,000 from the general fund, carryover funds or other applicable sources for purchase of computers, software, audio and visual equipment, and furniture for a proposed County Board chambers/multi-purpose meeting room located in the lower level of the Brown County Central Library.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Coenen **“to approve for discussion.”** Vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Lund **“to hold for 60 days and request Administration to obtain information, including costs, about what it would take for the County Board to return to having regular monthly meetings at City Hall.”** Voice vote taken. Motion carried unanimously with no abstentions.

#### **No. 13b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF MAY 5, 2021**

1. Golf Course Budget Status Financial Reports for December 2020 and February 2021 – Unaudited. *See action at Item 6 below.*
2. Neville Public Museum Budget Status Financial Reports for December 2020 and February 2021 – Unaudited. *See action at Item 6 below.*
3. NEW Zoo Budget Status Financial Reports for December 2020 and February 2021 – Unaudited. *See action at Item 6 below.*
4. Parks Budget Status Financial Reports for December 2020 and February 2021 – Unaudited. *See action at Item 6 below.*
5. Neville Public Museum Governing Board Minutes of April 12, 2021. *See action at Item 6 below.*
6. Audit of the Bills. To approve Consent Agenda Items.

7. Golf Course - Superintendent's Report. *No action taken.*
8. Parks Dept. - Director's Report – including Resch Expo Upcoming Events. *No action taken.*
9. NEW Zoo and Adventure Park - Director's Report. *No action taken.*
10. Museum - Director's Report. *No action taken.*
11. Library Report/Director's Report.
  - a. COVID-19 response update/re-opening plan status. *No action taken.*
12. 2020 Balanced Budget Adjustment Resolution. To approve. See Resolutions & Ordinances.
13. Budget Adjustment Request (21-034): Any allocation from a department's fund balance. To approve.
14. Discussion and possible action regarding Project #2424 – Reforestation Camp bid results. To approve bid of Peter's Concrete in the amount of \$1,163,838.70 for Project Number 2424 – Reforestation Camp Campground Construction.
15. Resolution Regarding Table of Organization Change for the Parks Department – Program & Natural Resource Manager Position. To approve. See Resolutions & Ordinances.
16. Resolution to Approve an Underground Gas Pipeline Easement on the Mountain Bay State Trail. To approve. See Resolutions & Ordinances.
17. Resolution to Approve Six Day Fee Waiver Request in 2023 for Use of Reforestation Camp Facilities by Ski For Light, Inc. To approve. See Resolutions & Ordinances.
18. Resolution Approving Tentative Budget for Parks – Expo Center for Fiscal Year June 1, 2021 to May 31, 2022. To approve. See Resolutions & Ordinances.
19. Discussion and possible action regarding proposed Budget Adjustment by Supervisor John VanDyck to transfer \$837,721 from the Golf Course fund balance in form of a loan to the Parks Department for the Campground Development. To approve budget adjustment.

**No. 13c -- REPORT OF HUMAN SERVICES COMMITTEE OF APRIL 28, 2021**

1. Review Minutes of:
  - a) Aging & Disability Resource Center (February 25, 2021).
  - b) Human Services Board (March 11, 2021).
  - c) Veterans' Recognition Subcommittee (April 20, 2021).
    - i. Suspend the rules to take Items 1a, b and c together.
    - ii. Receive and place on file Items 1a, b and c.
2. Communication from Supervisors Sieber, Deneys, Schultz, Coenen and Dorff re: Request Brown County Health communicate with Brown County school districts regarding youth mental health which includes identifying issues, needs and potential assistance. To refer to staff and report back at the June Health & Human Services meeting.
3. 2020 Balanced Budget Adjustment. To approve. See Resolutions & Ordinances.
4. Veterans - Director's Report.
  - a) COVID-19 Update. Receive and place on file.
5. Syble Hopp - Director's Report.
  - a) COVID-19 Update. Receive and place on file.
6. Aging & Disability Resource - Director's Report.
  - a) COVID-19 Update. Receive and place on file.
7. Health & Human Services Dept. - Executive Director's Report.
  - a) COVID-19 Update. Receive and place on file.

8. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
9. Health & Human Services Dept. - Statistical Reports.
  - a) Monthly CTC Data.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
    - iv. CTC Double Shifts.
  - b) Child Protective Services – Child Abuse/Neglect Report.
  - c) Monthly Contract Update.
    - i. Suspend the rules to take Items 9a-c together.
    - ii. Receive and place on file Items 9a-c together.
10. Health & Human Services Dept. - Request for New Non-Contracted and Contracted Providers.  
To approve.
11. Audit of bills. To acknowledge receipt of the bills.

**No. 13d -- REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF APRIL 27, 2021**

1. Review Minutes of:
  - a. Solid Waste Board (February 15 & March 15, 2021). Receive and place on file.
2. Extension - Budget Status Financial Reports for January and February 2021 (Unaudited). Receive and place on file.
3. Register of Deeds – Budget Status Financial Report for February 2021 (Unaudited). Receive and place on file.
4. 2020 Balanced Budget Adjustment. To approve the balance budget adjustment portion related to PD&T. See Resolutions & Ordinances.
5. Port Annual Report – Request for Approval. To approve.
6. Resource Recovery Annual Report – Request for Approval. To approve.
7. Port 1<sup>st</sup> Quarter Budget Status Report – Request for Approval. Receive and place on file.
8. Resource Recovery Budget Status Report – Request for Approval. Receive and place on file.
9. Port & Resource Recovery - Director's Report. Receive and place on file.
10. Public Works - 2020 Annual Highway Report:  
<https://www.browncountywi.gov/departments/public-works/highway/highway-annual-report/> Receive and place on file.
11. Public Works - Summary of Operations Report. Receive and place on file.
12. Public Works - Director's Report. Receive and place on file.
13. Airport - Director's Report.
  - a. Open Positions Report.
  - b. 12+ Hour Shift Report.
  - c. Projects Update.
  - d. COVID-19 Update. Receive and place on file.
14. Communication from Supervisor Landwehr: Request the Highway Department to incorporate equipment numbers physically shown on department assets to be included on statutorily required annual inventory report for this and future years. Receive and place on file.
15. Communication from Supervisor Van Dyck re: Request that the AirPort Director seek FAA approval for potential construction of a library and an adjacent park on airport-owned property within the Village of Ashwaubenon (Parcel N19). To refer this communication to the Airport Director.

16. Acknowledging the bills. To acknowledge receipt of the bills.

**No. 13di -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF APRIL 27, 2021**

1. Budget Status Report for February 28, 2021 - Unaudited. Receive and place on file.
2. Directors Report.
  - a. Resolution in Support of Achieving Base Funding Goal for County Conservation Staffing. To approve with the grammatical amendment. See Resolutions & Ordinances.
  - b. AIS Brown County Highlights
  - c. Glacierland Resource Conservation & Development Position in Brown County. Receive and place on file.

**No. 13e -- REPORT OF PUBLIC SAFETY COMMITTEE OF MAY 4, 2021**

1. Review Minutes of:
  - a. Crime Prevention Funding Board of January 12, 2021. To approve.
2. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for December 2020 and January and February 2021 - Unaudited. Receive and place on file.
3. Circuit Courts, Commissioners, Probate - Director's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
4. District Attorney Report.
  - a) COVID-19 Update – *Standing Item.* *No report; no action taken.*
5. Clerk of Courts - Introduction of new Financial Operations Manager – Joshua Demars. *No action taken.*
6. Clerk of Courts Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
7. Public Safety Communications - Budget Status Financial Report for December 2020 and January, February and March 2021 – Unaudited. Receive and place on file.
8. Director's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
9. Emergency Mgmt. - Budget Status Financial Report for December 2020 and January, February and March 2021 – Unaudited. Receive and place on file.
10. Emergency Mgmt. - Director's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
11. Medical Examiner's Report.
  - a) COVID-19 Update – *Standing Item.* *No report; no action taken.*
12. Sheriff - Update re: Jail Addition – *Standing Item.* *No action taken.*
13. Sheriff - Budget Status Financial Reports for December 2020 and March 2021 – Unaudited. Receive and place on file.
14. Sheriff - Key Factor Report for March 2021. Receive and place on file.
15. Sheriff's Report.
  - a. COVID-19 Update – *Standing Item.* Receive and place on file.
16. 2020 Balanced Budget Adjustment Resolution. To approve. See Resolutions & Ordinances.
17. Communication from Supervisor Dantine: Look into how sex offenders are placed and look into better ways to do this. Check how other counties handle this. To work with Corporation Counsel on a resolution for legislative changes for better definitions, placement policies and notification policies.
18. Audit of bills. To acknowledge receipt of the bills.

**No. 13f -- REPORT OF EXECUTIVE COMMITTEE OF MAY 13, 2021**



1. Review Minutes of:
  - a. Racial Equity Ad Hoc Committee (April 26, 2021). Receive and place on file.
  - b. Supervised Release Committee (January 22, March 26, April 16 & April 30, 2021). Receive and place on file.
2. Communication from Supervisor Deneys - Amend Chapter 2 of the Brown County Ordinances to require that if a Chair of the County Board or Committee elects to have a meeting and allows for public comments via US postal service mail or email for said meeting, that said public comments received through these methods shall be read into the record by the Chair during the public comments section of the meeting. Receive and place on file.
3. Communication from Supervisor Brusky – Request to amend the Brown County Code of Ordinances to allow County Board members to appear virtually and be considered present for voting purposes at County Board and Standing Committee meetings. Receive and place on file.
4. Internal Auditor - Budget Status Financial Reports for Board of Supervisors & Veterans Recognition Subcommittee for December 2020 and March 2021 (unaudited). Receive and place on file.
5. Internal Auditor - Status Update (January 1 – April 30, 2021). Receive and place on file.
6. Discussion and possible action on changes to Chapter 2 of the Brown County Code of Ordinances. To hold until next Executive Committee meeting.
7. Audit of the bills. To acknowledge receipt of the bills.

Item #13f(3) was pulled separately as this time.

3. Communication from Supervisor Brusky – Request to amend the Brown County Code of Ordinances to allow County Board members to appear virtually and be considered present for voting purposes at County Board and Standing Committee meetings. Receive and place on file.

A motion was made by Supervisor Schadewald and seconded by Supervisor Suennen “**to return this communication to Executive Committee for future consideration.**” Roll call vote taken.

Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote		
Sieber	1	Aye	Vander Leest	10	Nay	Erickson	19	Aye	Nay	11
De Wane	2	Aye	Buckley	11	Nay	Coenen	20	Nay	Abstain	14
Chu	3	Aye	Landwehr	12	Nay	Schultz	21	Nay	Excused	0
Dorff	4	Aye	Dantinne, JR.	13	Excused	Peters	22	Nay		1
Jacobson	5	Aye	Brusky	14	Aye	Suennen	23	Nay	Total	25
Lefebvre	6	Aye	Murphy	15	Nay	Schadewald	24	Aye		
Friberg	7	Aye	Kaster	16	Nay	Lund	25	Nay		
Borchardt	8	Aye	Van Dyck	17	Nay	Deneys	26	Nay		
Evans	9	Nay	Hopkins	18	Nay					

Motion defeated.

A motion was made by Supervisor Landwehr and seconded by Supervisor Kaster “**to receive and place on file.**” Voice vote taken. Motion carried with Supervisor Brusky voting nay.

**No. 13g -- REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF MAY 19, 2021**

1. Resolution to Allocate \$100,000 for Meeting Agenda and Management Software by Setting Aside Contingency Funds. Motion made by Supervisor Hopkins, seconded by Supervisor Vander Leest to approve resolution. Vote taken. MOTION CARRIED UNANIMOUSLY.
2. Resolution Regarding Table of Organization Change for the UW-Extension Department – LTE Community Garden Ambassador. Motion made by Supervisor Peters, seconded by Supervisor Murphy to approve resolution. Vote taken. MOTION CARRIED UNANIMOUSLY.

**No. 13h -- REPORT OF SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF MAY 19, 2021**

1. Extension - Budget Adjustment Request 21-037: Any increase in expenses with an offsetting increase in revenue – Green Bay West Rotary Club awarded Brown County Community Gardens Program \$5,000 to install raised garden beds. Motion made by Supervisor Chu, seconded by Supervisor Friberg to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.
2. Extension - Budget Adjustment Request 21-038: Any increase in expenses with an offsetting increase in revenue – United Healthcare funding a Fork Farms vertical growing unit. Motion made by Supervisor Chu, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.
3. Extension - Resolution Regarding Table of Organization Change for the UW-Extension Department – LTE Community Garden Ambassador. Motion made by Supervisor Chu, seconded by Supervisor Suennen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

**No. 14 -- Resolutions, Ordinances:**

A motion was made by Vice Chair Sieber and seconded by Supervisor Deneys “**to take Resolutions #14a-#14j together.**” Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Vice Chair Sieber and seconded by Supervisor Borchardt “**to approve Resolutions #14a-#14j.**” Voice vote taken. Motion carried unanimously with no abstentions.

**Budget Adjustments Requiring County Board Approval**

**No. 14a -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the below listed departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

21-034 PARKS	This budget adjustment is for the purchase of a replacement Utility Vehicle for state trail operations. The other unit is over 10 years old with approximately 17,000 miles. The motor has failed.	<b>Fiscal Impact: \$21,000</b>
21-037 UW-EXT	The Green Bay West Rotary Club has awarded the Brown County Community Gardens Program \$5,000 to install raised garden beds at its community gardens. The funds can also be used to purchase soil, cement pads, stain and other sundry items needed for this project.	<b>Fiscal Impact: \$5,000</b>
21-038 UW-EXT	United Healthcare is funding the purchase of a Fork Farms vertical growing unit for use in Brown County.	<b>Fiscal Impact: \$4,695</b>
21-040 GOLF & PARKS	This request is for a loan from Golf Course to the Parks Department and a transfer to the Parks Improvements Capital Project Fund for the Reforestation Camp campground. The Golf Course fund will show this as a cash payment offset by a receivable for this loan, so no budget adjustment is necessary in fund 620.	<b>Fiscal Impact: \$837,721</b>

and,

WHEREAS, these budget adjustments are necessary to ensure activities are appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves the above listed budget adjustments.

Respectfully submitted,

EDUCATION & RECREATION  
COMMITTEE

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE  
(SPECIAL)

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-041R

Authored by Administration

Approved by Corporation Counsel's Office

*Fiscal Note: The fiscal impact is as described in the individual budget adjustments listed above.*

**ATTACHMENTS TO RESOLUTION #14A**  
**ON THE FOLLOWING PAGES**

## BUDGET ADJUSTMENT REQUEST

<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).	Admin Comm
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
9 Any allocation from the County's General Fund ( <i>requires separate Resolution</i> ) <i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>	Oversight Comm Admin Committee 2/3 County Board

**Justification for Budget Change:**

This request is for a loan from Golf Course to the Parks Department and a transfer to the Parks Improvements Capital Project Fund for the Reforestation Camp campground. The Golf Course fund will show this as a cash payment offset by a receivable for this loan, so no budget adjustment is necessary in fund 620.

**Fiscal Impact\*: 837,721**

*\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.092.001.4800	Parks Intracounty Charge	837,721
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.092.001.9003	Parks Transfer out	837,721
<input checked="" type="checkbox"/>	<input type="checkbox"/>	415.062.001.9002	Parks Improvements Transfer in	837,721
<input checked="" type="checkbox"/>	<input type="checkbox"/>	415.062.001.6182.100	Parks Improvements Construction General	837,721
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**AUTHORIZATIONS**

Requested By John VanDyck

Signature of Department Head

Department: County Board Supervisor

Date: 5/5/2021

Approved by Education &amp; Recreation Committee

Signature of DOA or Executive

Date: 5/5/2021

Revised 3/29/21

**Submit Form**

146

21-034

## BUDGET ADJUSTMENT REQUEST

<u>Category</u>	<u>Approval Level</u>
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul>	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).	Admin Comm
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board <i>EW</i>
9 Any allocation from the County's General Fund ( <i>requires separate Resolution</i> ) <i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>	Oversight Comm Admin Committee 2/3 County Board

**Justification for Budget Change:****Parks**

This budget adjustment is for the purchase of a replacement Utility Vehicle for state trail operations. The other unit is over 10 years old with approximately 17,000 miles. The motor has failed.

**Fiscal Impact\*: \$21,000**

*\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	124.062.063.5395	Equipment - Nonoutlay	21,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	124.3300.200	Fund Balance	21,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**Matt Kriese**

Digitally signed by Matt Kriese  
Date: 2021.04.19 16:03:44  
+05'00'

Signature of Department Head

Department: **Parks**

Date: 04/19/2021

**AUTHORIZATIONS**

Troy Streckenbach

Troy Streckenbach (Apr 20, 2021 14:57 CDT)

Signature of DOA or Executive

Date: Apr 20, 2021

Revised 3/29/21

**Submit Form**



## BUDGET ADJUSTMENT REQUEST

## Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- 9 Any allocation from the County's General Fund (requires separate Resolution)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.

## Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Comm

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board *CEC*

Oversight Comm  
2/3 County Board

Oversight Comm  
Admin Committee  
2/3 County Board

## Justification for Budget Change:

The Green Bay West Rotary Club has awarded the Brown County Community Gardens Program \$5,000 to install raised garden beds at its community gardens. The funds can also be used to purchase soil, cement pads, stain and other sundry items needed for this project.

Fiscal Impact\*: 5,000

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4901	Donations	5,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	5,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Judith Knudsen

Digitally signed by Judith Knudsen  
Date: 2021.04.27 14:38:34 -05'00'

## AUTHORIZATIONS

Troy Streckenbach  
Troy Streckenbach (Apr 27, 2021 18:13 CDT)

Signature of Department Head

Signature of DOA or Executive

Department: Extension

Date: Apr 27, 2021

Date: 4.27.2021

Revised 3/29/21

Submit Form

21-038

## BUDGET ADJUSTMENT REQUEST

## Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.

## Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Comm

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board *CHW*

Oversight Comm  
2/3 County Board

Oversight Comm  
Admin Committee  
2/3 County Board

## Justification for Budget Change:

United Healthcare is funding the purchase of a Fork Farms vertical growing unit for use in Brown County.

Fiscal Impact\*: 4,695

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4901	Doations	4,695
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	4,695
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Judith Knudsen

Digitally signed by Judith Knudsen  
Date: 2021.04.27 14:44:51 -05'00'

Signature of Department Head

Department: Extension

Date: 4.27.2021

## AUTHORIZATIONS

Troy Streckenbach

Troy Streckenbach (Apr 27, 2021 16:13 CDT)

Signature of DOA or Executive

Date: Apr 27, 2021

Revised 3/29/21

Submit Form

**Administration Committee**

**No. 14b -- RESOLUTION TO REAUTHORIZE SELF-FUNDED WORKER'S  
COMPENSATION.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County is a qualified political subdivision of the State of Wisconsin;  
and

**WHEREAS**, the Wisconsin Workers' Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or be exempted (self-funded) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

**WHEREAS**, the State and its political subdivisions may self-fund worker's compensation without a special order from the Wisconsin Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department; and

**WHEREAS**, on 05-06-2021, the Brown County Board of Supervisors Administration Committee approved the continuation of its self-funded worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3).

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors does resolve as follows:

- (1) To provide for the continuation of its self-funded worker's compensation program that is currently in effect; and
- (2) To authorize the County Clerk to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This is an authorizing resolution to allow the County to continue self-funding its worker's compensation program.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-040R

Authored by: Administration/Risk Management Department  
Final Draft Approved by Corporation Counsel

**ATTACHMENT TO RESOLUTION #14B**  
**ON THE FOLLOWING PAGE**



DEPARTMENT OF ADMINISTRATION

**Brown County**

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



Gregory A. Gerbers

Risk Manager

PHONE (920) 448-6298  
FAX (920) 448-4036  
Gregory.Gerbers@co.brown.wi.us

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** April 23, 2021  
**REQUEST TO:** Administration and County Board of Supervisors Committees  
**MEETING DATE:** May 6 and May 19, respectively  
**REQUEST FROM:** Greg Gerbers  
Risk Manager

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION TO REAUTHORIZE SELF-FUNDED WORKER'S COMPENSATION

**ISSUE/BACKGROUND INFORMATION:**

Every three years, each self-insured political subdivision must provide the Wisconsin Department of Workforce Development with a resolution, passed by the governing body, that states its intent and agreement to self-insure.

**ACTION REQUESTED:**

Administration Committee and County Board approval

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

14b

**Administration Committee and Education & Recreation Committee**

**No. 14c -- RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE PARKS DEPARTMENT – PROGRAM & NATURAL RESOURCE MANAGER POSITION.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, a table of organization request was submitted by the Parks Department (“Department”); and

**WHEREAS**, the current Program Coordinator position will be taking over additional duties including direct oversight and supervision of the Reforestation Camp, Suamico Boat Landing and Rifle Range operations, in addition to current oversight of the Barkhausen Waterfowl Preserve and the job description has been updated to reflect those duties; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (1.0 FTE) Program Coordinator position; the deletion of one (1.0 FTE) Field Manager position; the addition of one (1.0 FTE) Program and Natural Resource Manager position; and the addition of one (1.0 FTE) Field Manager position.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of one (1.0 FTE) Program Coordinator position, the deletion of one (1.0 FTE) Field Manager position; the addition of one (1.0 FTE) Program and Natural Resource Manager position; and the addition of one (1.0 FTE) Field Manager position.

**Budget Impact:** Parks Department

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Program Coordinator</b> \$27.21/hr Position# 110.010.062 Hours: 2,088	1.0	Deletion	(\$56,814)	(\$27,834)	(\$84,648)
<b>Field Manager</b> \$31.24/hr Position# 108.010.062 Hours: 2,088	1.0	Deletion	(\$65,229)	(\$30,010)	(\$95,239)
<b>Field Manager</b> \$30.68/hr Position# 108.010.062 Hours: 2,088	1.0	Addition	\$64,060	\$26,180	\$90,240
<b>Program &amp; Nat. Resource Manager</b>	1.0	Addition	\$61,972	\$30,362	\$92,334

\$29.68/hr Position# 110.010.062 Hours: 2,088					
<b>Increase in Campground Revenue</b>					\$2,687
<b>Annual Budget Impact</b>					<b>(\$0)</b>

<b>Partial Budget Impact (4/21/21 – 12/31/21)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Program Coordinator</b> \$27.21/hr Position# 110.010.062 Hours: 2,088	1.0	Deletion	(\$37,876)	(\$18,556)	(\$56,432)
<b>Field Manager</b> \$31.24/hr Position# 108.010.062 Hours: 2,088	1.0	Deletion	(\$43,486)	(\$20,007)	(\$63,493)
<b>Field Manager</b> \$30.68/hr Position# 108.010.062 Hours: 2,088	1.0	Addition	\$42,707	\$17,453	\$60,160
<b>Program &amp; Nat. Resource Manager</b> \$29.68/hr Position# 110.010.062 Hours: 2,088	1.0	Addition	\$41,315	\$20,241	\$61,556
<b>Increase in Campground Revenue</b>					\$1,791
<b>Annual Budget Impact</b>					<b>(\$0)</b>

*Fiscal Note: This resolution does not require and appropriation from the General Fund. Staffing costs will be offset by an increase in campground revenue.*

Respectfully submitted,

EDUCATION & RECREATION  
COMMITTEE

ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-029R  
Authored by Parks Department  
Final Draft Approved by Corporation Counsel's Office

**ATTACHMENT TO RESOLUTION #14C**  
**ON THE FOLLOWING PAGE**



## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 4-1-21  
**REQUEST TO:** Ed & Rec, Administration and County Board  
**MEETING DATE:** 5/5, 5/6, and 5/19/21, respectively  
**REQUEST FROM:** Matt Kriese  
 Parks Director  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE PARKS  
DEPARTMENT – PROGRAM & NATURAL RESOURCE MANAGER POSITION

**ISSUE/BACKGROUND INFORMATION:**

The Departments Field Manager position is retiring April 2<sup>nd</sup>. The requested changes have been on hold until this position was vacant, which is now. The Field Manager will remain relatively the same, however oversight of the Reforestation Camp will be transferred to the Program and Natural Resource Coordinator (PNRC) position. This will create efficiencies due to the proximity of the PNRC's office location being at Barkhausen and involving similar programs and forestry operations. The wage and title of the Program and Natural Resource Coordinator will be adjusted appropriately. In addition, the proposed wages of the Field Manager, PNRC and Business Manager will all be comparative and appropriate for duties performed and comparable jobs.

**ACTION REQUESTED:**

Delete Field Manager & Program Coordinator; Add Field Manager & Program & Natural Resource Manager

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact?
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?  
If no, how will the impact be funded?
  - b. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

Based on 5-year trends, anticipated campground revenues will see an increase large enough to cover the added staffing expense.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

14c

**Administration Committee and Land Conservation Subcommittee**

**No. 14d -- RESOLUTION IN SUPPORT OF ACHIEVING BASE FUNDING GOAL FOR COUNTY CONSERVATION STAFFING.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Wis. Stats. § 92.06 and § 92.07 create and define the powers of Land Conservation Committees (LCCs), and Wis. Stat. § 92.09 empowers Land Conservation Departments (LCDs) to administer county soil and water conservation programs; and

**WHEREAS**, county LCDs are the local delivery mechanism for a wide range of Wisconsin's natural soil, water and other resource management programs including non-point pollution control, farmland preservation, reclamation of non-metallic mines, invasive species control, woodland management, lakes protection and programs; and

**WHEREAS**, LCD professionals work as trusted, technical advisors to support producer-led watershed groups, assist waterfront property owners, help farmers develop and implement nutrient management plans and respond to natural disasters like floods, and LCD professionals spend years building the trust to be able to successfully do so; and

**WHEREAS**, the conservation practices that LCD professionals help landowners apply to farm fields, forests and shorelines have numerous water quality benefits, including preventing soil erosion and promoting soil health, increasing infiltration into groundwater aquifers, protecting drinking water supply, reducing surface runoff and flood severity and other benefits; and

**WHEREAS**, the State of Wisconsin establishes, in Wis. Stat. § 92.14(6)(b), a base funding goal for county conservation staffing at an average of three positions at 100, 70, and 50 percent support, respectively, for each LCD; and

**WHEREAS**, the return on investment in county LCDs is high—leveraging federal and private grant dollars into more conservation on the land and more dollars into local economies, and multiplying several times over the state's existing investment; and

**WHEREAS**, support of county LCD funding is a bipartisan issue, supported by farm, conservation, environmental and local government groups alike, and was a top priority voiced by Wisconsinites at statewide Water Quality Task Force hearings in 2019; and

**WHEREAS**, an increase of base state funding for county conservation staffing will result in more conservation on the landscape and better protection of water quality.

**NOW, THEREFORE, BE IT RESOLVED** that Brown County Board of Supervisors hereby urges the Wisconsin Legislature and the Joint Committee on Finance to provide \$13.0 million in base funding for county conservation staffing, in fulfillment of the state's base funding goal and in recognition that county LCD professionals are among the best and most cost-effective solutions we have to improving water quality, achieving clean and safe drinking water and supporting a viable agricultural industry; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be forwarded by the County Clerk to the Governor of the State of Wisconsin, State Senators and State Representatives representing Brown County, the Secretary of the Wisconsin Department of Administration, the Wisconsin Counties Association and the Wisconsin Land and Water Conservation Association for consideration; and

**BE IT FURTHER RESOLVED** that this resolution is a sense of the County Board, and as such does not support or oppose their lawful right to take positions.

*Fiscal Note: This Sense of the Board resolution does not require an appropriation from the General Fund.*

Respectfully submitted,  
Land Conservation Subcommittee  
Administration Committee

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-026R  
Authored by Land and Water Conservation  
Approved by Corporation Counsel's Office

*Fiscal Note: This ordinance does not require an appropriation from the General Fund. This work will be funded from the 2021 sign installation budget under the Highway Division of Public Works.*

**Administration Committee, Education & Recreation Committee, Human Services Committee, Planning, Development & Transportation Committee and Public Safety Committee**

**No. 14e -- 2020 BALANCED BUDGET ADJUSTMENT.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, although both levy and non-levy funded departments had favorable budget variances, there were certain overdrafts and shortfalls in various departmental budgets for 2020; and

**WHEREAS**, this resolution is necessary to ensure activities are appropriated and accounted for properly, and this resolution has been approved of and recommended by the oversight committees; and

**WHEREAS**, overdrafts and shortfalls for the levy funded departments are as follows:

**Surplus (Deficit)**

(\$17,453) County Clerk  
Passport charges were \$105,827 under budget, partially offset by personnel and supply savings.

(\$44,647)     District Attorney  
Grant revenues were \$90,505 under budget because of a significant decrease in the State reimbursement rate for the Victim Witness program, partially offset by grant program expenses that were about \$45,000 under budget.

(\$42,761)     Museum  
Public charges revenue were \$83,383 under budget as the core gallery was closed beginning in May 2019 for renovations, resulting in the budget deficit; and

**WHEREAS**, it is necessary to make appropriations from applicable fund balances to cover these various departmental deficits in order to balance these budgets for the past year; and

**WHEREAS**, the Golf Course Fund (620) has an unrestricted fund equity balance of \$4,382,993, and would like to fully pay off the remaining balance owed the general fund of \$90,000 as of 12/31/2020; and

**WHEREAS**, pandemic related funding of personnel and related expenses of \$4,231,929 offset levy funded activities; and

**WHEREAS**, several property tax appeals are ongoing, with a potential repayment of \$1,550,019; and

**WHEREAS**, due to COVID-19, the fleet management vehicle replacement program was postponed that would result in budgetary operational savings; and

**WHEREAS**, current accounting standards require that Brown County recognize its proportionate share of the Wisconsin Retirement's System's (WRS) Net Pension Liability, Pension Plan Expenses, and Deferred Inflows/Outflows of Resources; and

**WHEREAS**, the Wisconsin Legislative Audit Bureau released their audit report of the WRS Schedule of Employer Allocations for the year ended 12/31/19 on 08/28/2020; and

**WHEREAS**, the proprietary and internal service funds for Brown County are required to record pension related expenses of \$330,491 during calendar year 2020, and to record a pension asset valued at \$3,546,958, resulting in a decrease to unrestricted equity of \$3,877,449 related to the pension; and

**WHEREAS**, the Highway Fund (660) has as a negative unrestricted equity balance of (\$1,165,715) because of the requirement to restrict equity equal to the \$1,324,956 pension asset recorded in 2020, although current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund; and

**WHEREAS**, the Brown County Community Access Network Fund (670) has as a negative unrestricted equity balance of (\$189,346), a \$141,214 improvement from the negative balance last year, although current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund; and

**WHEREAS**, the Expo Center Fund (680) has as a negative unrestricted equity balance of (\$22,818) because of expenses incurred to prepare for opening before any revenue was received, although current accounting standards allow for proprietary funds to have a negative unrestricted

equity balance and thus no transfers are required from the General Fund for this proprietary fund; and

**WHEREAS**, the Technology Services Fund (710) has as a negative unrestricted equity balance of (\$68,705), because of the requirement to restrict equity equal to the \$245,730 pension asset recorded in 2020, although current accounting standards allow for proprietary funds to have a negative unrestricted equity balance and thus no transfers are required from the General Fund for this proprietary fund.

**NOW, THEREFORE BE IT RESOLVED** by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2020 departmental budget \$17,453 for the County Clerk, \$44,647 for the District Attorney, and \$42,761 for the Museum for the purposes stated above in this Resolution; and\

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that a transfer be made from the Golf Course Fund (620) to the General Fund for \$90,000 to eliminate the payments owed for 2021-2023; and

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that \$4,231,929 be assigned as of December 31, 2020 to continue its COVID-19 response including county operational and capital needs; and

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that \$1,550,019 be assigned to cover the potential losses of property tax appeals; and

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that \$850,000 be transferred on or before December 31, 2020 to an internal service fund to maintain a newer fleet of vehicles for County operations; and

**BE IT FINALLY RESOLVED** by the Brown County Board of Supervisors that there be appropriated for the proprietary and internal service funds and placed in the 2020 department budget the total of \$330,491 for pension related activity.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution balances general fund budgets that exceed budgeted amounts; assigns fund balance for the ongoing pandemic response, property tax appeals, and more efficient vehicles; and makes accounting adjustments for the Golf Course Fund and WRS net pension liability. In 2020, the unassigned fund balance in the General Fund will increase by \$3.6 million.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

EDUCATION AND RECREATION  
COMMITTEE

HUMAN SERVICES COMMITTEE

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE



PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-034R

Authorized by: Administration

Final Draft Approved by: Corporation Counsel

**Education & Recreation Committee**

**No. 14f -- RESOLUTION TO APPROVE AN UNDERGROUND GAS PIPELINE  
EASEMENT ON THE MOUNTAIN BAY STATE TRAIL.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County ("County") is the holder of a Trail Management Easement interest regarding the Mountain Bay State Recreational Trail ("Trail"). Said easement interest affords the Brown County Parks Department ("Trail Manager") the ability to construct, develop, maintain and operate the Trail; and

**WHEREAS**, in accordance with said Trail Management Easement, as well as other documents relating thereto, the County is required to consent to any additional easements/access permits/ agreements granted by the Owner of the Trail, i.e., the Wisconsin Department of Natural Resources ("DNR"), provided that the Trail Manager, who has final authority over issues relating to the management of the Trail corridor, is notified and consulted with in advance; and

**WHEREAS**, upon due notification to and consultation with the Trail Manager, the DNR desires to enter into an Underground Gas Pipeline Easement ("Easement"), attached hereto and incorporated herein by reference, with the Wisconsin Public Service Corporation ("Permittee") as the Permittee desires a permanent easement upon, within and beneath Trail; and

**WHEREAS**, pursuant to the Easement, Wisconsin Public Service Corporation, as Permittee, is required to submit a construction plan to the Trail Manager, and may not begin work regarding said construction plan unless and until written approval from the Trail Manager is granted and received. The Permittee is also required to obtain all necessary permits, approvals, and licenses prior to starting work, and to comply with all applicable federal, state, and local laws, rules and regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors hereby consents to the attached Easement between the Wisconsin Department of Natural Resources and Wisconsin Public Service Corporation being entered into, and hereby authorizes and directs the relevant County Officers and Agents, including the Brown County Executive, to execute the Easement, indicating the County's acceptance of and consent to the terms and conditions of said Easement.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The resolution authorizes the easement and does not appropriate any funds.*

Respectfully submitted,

EDUCATION & RECREATION

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-038R

Authored by Parks Department

Final Draft Approved by Corporation Counsel

**ATTACHMENTS TO RESOLUTION #14C**  
**ON THE FOLLOWING PAGES**

PARKS

Brown County

P.O. BOX 23600  
GREEN BAY, WI 54305-3600



Matt Kriese

Parks Director

PHONE: (920) 448-6242 FAX: (920) 448-4054

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04/19/2021  
REQUEST TO: Education and Recreation Committee, County Board of Supervisors  
MEETING DATE: 05/05/2021 and 05/19/2021, respectively  
REQUEST FROM: Matt Kriese  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance  
TITLE: RESOLUTION TO APPROVE MOUNTAIN BAY STATE TRAIL UNDERGROUND GAS PIPELINE EASEMENT

**ISSUE/BACKGROUND INFORMATION:**

The WI DNR is the owner of the Mountain Bay State Trail, and the County holds a Trail Management Easement. This resolution authorizes the county to approve an easement for underground gas pipelines in various areas, included in the Easement, of the Mountain Bay State Trail.

**ACTION REQUESTED:**

Request to Approve this Resolution

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

**x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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Document Number	Document Title
-----------------	----------------

State of Wisconsin  
Department of Natural Resources  
Box 7921  
Madison, WI 53707

**UNDERGROUND GAS  
PIPELINE EASEMENT (Trail)**

Wis. Stat. ss. 23.09(10) and 27.01(2)(g)  
Form 2200-15

**THIS UNDERGROUND GAS PIPELINE EASEMENT**  
("Easement") is made by and between the State of Wisconsin,  
Department of Natural Resources ("Grantor") and Wisconsin Public  
Service Corporation ("Grantee").

**RECITALS**

**WHEREAS**, Grantor is the successor in title of the former Chicago  
Northwestern Transportation Company railroad corridor known today as  
the "The Mountain Bay State Trail" ("Trail" or "Premises");

**WHEREAS**, the Grantee desires to install, construct, operate, repair,  
maintain, remove, replace and/or abandon in place an underground  
natural gas line under the Trail by directional drilling at a minimum depth  
of 96 inches; and

**WHEREAS**, the underground natural gas pipeline will be installed within a 100-foot wide corridor crossing the  
Premises ("Easement Area") which is depicted on the attached Exhibit "A" and more particularly described as  
follows:

All that part of the Grantor's property located in part of the Southwest 1/4 of the Southwest 1/4, Section 4,  
Township 24 North, Range 20 East, Village of Howard, Brown County, Wisconsin, lying 6.00 feet on each side  
(12.00 feet total width) of the easement reference line described below:

Commencing at the southwest corner of said Section 4; thence N89°04'49"E, 1302.31 feet on the south line of  
said Southwest 1/4 to the north/south one-sixteenth line of said Southwest 1/4; thence N00°53'14"E, 957.95 on  
said north/south one-sixteenth line to a south right of way of the Wisconsin Department of Natural Resources  
Mountain Bay Trail; thence N62°16'03"W, 37.12 feet on said south right of way to said easement reference  
line, the **POINT OF BEGINNING**; thence N12°49'28"E, 44.11 feet on said easement reference line; thence  
N00°53'14"E, 63.72 feet on said easement reference line that is 24.00 feet west of and parallel to said  
north/south one-sixteenth line to the north right of way of said Mountain Bay Trail, the Point of Termination.

The sidelines of said 12.00 foot wide easement extend and shorten to intersect with the north and south right of  
way of the Wisconsin Department of Natural Resources Mountain Bay Trail.

As shown and dimensioned on the attached Exhibit A.

Said described land (permanent easement) contains 1,294 sq. ft. or 0.030 acres more or less.

Also,

All that part of the Grantor's property located in part of the Southeast 1/4 of the Southeast 1/4 and the Northeast  
1/4 of the Southeast 1/4, Section 5, Township 24 North, Range 20 East, Village of Howard, Brown County,

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**Recording Area**

Return: Department of Natural Resources  
Bureau of Facilities & Lands - LF/6  
P.O. Box 7921  
Madison, WI 53707-7921  
Attn: Closing Officer (CE 9964)

**Parcel Identification Number (PIN):**

**VH-163, VH-192, VH-307**

Wisconsin, lying 6.00 feet on each side (12.00 feet total width) of the easement reference line described below:

Commencing at the southeast corner of said Section 5; thence N00°36'28"E, 1314.88 feet on the east line of said Southeast 1/4 to the south right of way of the Wisconsin Department of Natural Resources Mountain Bay Trail; thence N86°30'32"W, 30.81 feet on said south right of way to said easement reference line, the **POINT OF BEGINNING**; thence N04°12'39"W, 100.91 feet on said easement reference line to the north right of way of said Mountain Bay Trail, the Point of Termination.

The sidelines of said 12.00 foot wide easement extend and shorten to intersect with the north and south right of way of the Wisconsin Department of Natural Resources Mountain Bay Trail.

As shown and dimensioned on the attached Exhibit A.

Said described land (permanent easement) contains 1,211 sq. ft. or 0.028 acres more or less.

And

All that part of the Grantor's property located in part of the Southwest 1/4 of the Northeast 1/4, Section 9, Township 24 North, Range 20 East, Village of Howard, Brown County, Wisconsin, lying 6.00 feet on each side (12.00 feet total width) of the easement reference line described below:

Commencing at the North 1/4 corner of said Section 9; thence S00°22'35"W, 1317.87 feet on the north/south one-quarter line of said Section to the east/west one sixteenth line of said Northwest 1/4; thence N89°06'50"E, 1034.72 feet on said one-sixteenth line to the west right of way of the Wisconsin Department of Natural Resources Mountain Bay Trail; thence S43°57'07"E, 45.17 feet on said west right of way to said easement reference line, the **POINT OF BEGINNING**; thence N89°06'50"E, 231.40 feet on said easement reference line that is 33.00 feet south of and parallel to said one-sixteenth line to the east right of way of said Mountain Bay Trail, the Point of Termination.

The sidelines of said 12.00 foot wide easement extend and shorten to intersect with the east and west right of way of the Department of Natural Resources Mountain Bay Trail.

As shown and dimensioned on the attached Exhibit A.

Said described land (permanent easement) contains 2,777 sq. ft. or 0.064 acres more or less.

**NOW, THEREFORE**, the Grantor hereby grants to the Grantee, and its corporate successors in interest, for and in consideration of the sum of Fifteen Hundred Dollars (\$1500.00), receipt of which is hereby acknowledged by the Grantor, a non-exclusive easement allowing for the installation, construction, operation, maintenance, repair, removal and replacement of one 12-inch diameter underground gas pipeline in the Easement Area.

It is understood by the Grantor and the Grantee that this grant of non-exclusive Easement is subject to the following conditions:

1. **Recitals.** The Grantor and Grantee confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.
2. **Purpose.** The Grantor grants and conveys to Grantee a non-exclusive Easement for the installation, construction, operation, maintenance, repair, removal and replacement of one 12-inch diameter underground gas pipeline. Any additional pipelines or structures, or replacements greater than 12-inches

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in diameter, will require prior written approval of the Grantor and Grantor may require the Grantee to obtain a new, separate easement.

3. **Parties.** This Easement is limited to the Grantee and is not transferable to a non-affiliated third party. The Grantee may assign this Easement to its affiliate with notice to Grantor. For purposes of this section, "affiliate" means any entity that directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or control with Grantee. The Grantee will not have the right to allow additional co-location of facilities by a third party without written consent from the Grantor and amendment to the Easement. Grantor may also require a new and separate easement to accommodate additional facilities.
4. **Non-Exclusive Use.** The Easement shall be non-exclusive and the Grantor may use the Easement Area and may lease or convey other easements to one or more other person(s), company(ies) or other entity(ies), provided that any such subsequent use, lease or conveyance shall not interfere with the Grantee's rights.
5. **Construction.** Grantee shall submit a written notification of project commencement to Grantor at least five business days prior to initiation of any installation, construction, maintenance, repair, removal or replacement work on or within the Easement Area. In the event that Grantee's planned commencement of project activities conflicts with Grantor's use of the Premises, Grantor shall notify Grantee of conflict and Grantor and Grantee shall agree on an alternative date to begin project. If an emergency situation related to the gas pipeline within the Easement Area requires immediate action by the Grantee, the Grantee shall take immediate action then promptly notify the Grantor's Trail Manager that an emergency exists and that the Grantee is proceeding to correct the emergency situation. The Trail Manager can be reached at 920-448-4464.
6. **Access.** If notification is provided in advance to Grantor's Trail Manager, Grantee may enter upon the Premises at locations outside of the Easement Area using Grantors existing roads necessary to gain access to the Easement Area in order to construct, install, operate, maintain, repair, remove and replace an underground gas pipeline and to do any and all other such work as is reasonably necessary in accordance with the rights granted under this Easement.
7. **Vegetative Management.** Grantee may cut, trim and remove any brush, trees, logs, stumps or branches, which by reason of their proximity may endanger or interfere with the underground gas pipeline, or its installation, construction, maintenance, repair, operation, removal and replacement thereof. Any such undertakings shall be done with the prior notification of the Trail Manager by Grantee and under the supervision of the Trail Manager. Any trees removed from the Premises remain the property of the Grantor. All trees having commercial value including firewood shall be cut in standard lengths and be piled at a location on the Premises designated by the Trail Manager. All stumps, slash, waste materials and other debris shall be disposed of by the Grantee as directed by the Trail Manager. Use of pesticides and herbicides shall only be allowed with the prior written approval of the Grantor. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. Grantee shall report to the Grantor at least annually, the chemicals that are applied on the Easement Area including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated, and total amount of chemical used.
8. **Signage.** Any signs, postings and other markers not in accordance with standard utility practice to be located on the Easement Area by the Grantee shall be approved by the Grantor prior to placement.
9. **Maintenance.** The Grantee shall maintain the Easement Area in a decent, sanitary, and safe condition and at no time shall the Grantee allow its work to cause a hazard or unsafe conditions on the Easement Area.

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10. **Existing Utilities.** The Grantee is responsible for determining the location of any existing utilities within the Easement Area. Grantee is responsible for any and all damages, costs or liabilities that result from damages caused by the Grantee to existing utilities within the Easement Area.
11. **Compliance with Other Laws.** This Easement does not relieve Grantee from the responsibility to comply with all applicable federal and state laws and local ordinances and does not supersede any other governmental requirements for plan approval or for authority to exercise any other rights granted herein.
12. **Conditions of Construction and Maintenance.** Relating to installation, operation, and maintenance work within the Easement Area, work shall be completed as follows:
  - a. Other than as otherwise permitted herein, the Trail shall remain open for public use at all times. Trail closures will not be allowed during snowmobile season and may not be allowed at certain times during bicycling season depending on planned events, activities, or volume of use. All closures must be coordinated with the Grantor's Trail Manager.
  - b. If the Trail must be blocked at any time due to safety, a flag person must be present or appropriate signage must be installed such that Trail users are informed of the blockage and an acceptable detour (if needed) must be provided by the Grantee so users can pass through safely. Grantee shall not use the Trail right-of-way for backing of any equipment unless a flag person is present and directing Trail traffic.
  - c. Warning signs and lights shall be placed informing Trail users of any construction work or as otherwise directed by the Grantor's Trail Manager.
  - d. If needed, as determined by the Grantor's Trail Manager, Grantee shall place passable barricades at entry points for Trail users that require Trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the Trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
  - e. All excavated open holes must be adequately marked at all times by the Grantee and warning signs must be placed and maintained by Grantee a safe distance ahead in both directions.
  - f. All excavated holes shall be filled in and made level with the original grade by the Grantee prior to project activity completion.
  - g. Insofar as is practicable and when the Grantor requests other than during the initial construction or due to an emergency situation, the Grantee shall schedule any construction work in an area used for recreational purposes at times when the ground is frozen in order to prevent or reduce soil compaction. All work will be conducted to minimize soil disturbance. All rutting will be repaired and the Easement Area restored as promptly as possible by Grantee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access construction, installation, or maintenance locations.
  - h. Grantee is responsible for any and all ground settling or Trail surface damage related to the exercise of the Grantee's rights within a 2 year period from the date of installation or after any maintenance, and Grantee must restore or repair the Trail to pre-construction or better conditions using the same type and quality materials as approved by the Trail Manager. If the Grantee fails to complete needed repairs or restoration, repairs or restoration within 20 days after being notified of the need for repair by the Trail Manager, the Trail Manager may contract for such repairs and restoration, and the Grantee shall promptly reimburse the Trail Manager for all associated costs.
  - i. Grantee shall not park or store any vehicles or equipment on the Trail at any time unless authorized in writing by Grantor or Grantor's Trail Manager.
13. **AREMA Compliance.** The Premises may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208

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of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or s. 85.09, Wis. Stats., including possible termination of this Easement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Grantor prior to the execution of this Easement. Grantor shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this Easement upon the discretion of the railroad. Grantee shall: (1) not materially change the grade or topography of the Trail or the Easement Area; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors' published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.

14. **Non-Disturbance.** Grantee shall not disturb wetlands or waterways unless it first obtains all necessary permits. No work may be done that alters drainage or allows water to drain onto adjoining land.
15. **Restoration.** The Grantee shall restore the Easement Area in a timely workmanlike manner consistent with the original condition of the Easement Area prior to such entry by the Grantee or its employees or agents. This restoration, however, does not apply to the initial installation of said facilities or to any trees, bushes, branches or roots which may interfere with Grantee's use of the Easement Area.
1. **Violation.** If Grantor identifies a violation of this Easement by Grantee that does not constitute an emergency, the Grantor will notify Grantee of the violation(s) in writing, and the Grantee will have 30 days to provide Grantor with a plan and a schedule for correcting the violation(s). If Grantee's plan is not approved by the Grantor, Grantor will provide Grantee with a list of acceptable modifications to the plan and allow Grantee an additional 30 days to revise its plan to meet Grantor's requirements. If Grantee refuses Grantor's modifications, Grantor may declare this Easement null and void, and it may take full control of the Easement Area without hindrance or delay, and it may use its legal remedies to recover from the Grantee any damages sustained by acts of the Grantee. Grantor's approval of the plan for correcting the violation(s) shall not be unreasonably withheld, delayed, or denied. Any violations that constitute a health or safety emergency shall be immediately rectified by the Grantee in accordance with paragraph 5.
16. **Termination.** The Easement shall automatically terminate, without right of reentry, upon:
  - a. Grantee's acknowledgement that it is abandoning the Easement Area; or
  - b. An implied abandonment as evidenced by Grantee's non-use of the Easement Area for a period of two consecutive years.
17. **Indemnification.** Except for the willful misconduct or negligence by the Grantor, its agents, officers, and employees, Grantee assumes and agrees to protect, indemnify and save harmless the Grantor, and its agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly from:
  - a. The construction, installation, operation, maintenance, existence, use, repair, removal and replacement of the gas line;
  - b. Any defect in the underground gas line or failure thereof;
  - c. Any act or omission of the Grantee, its agents or employees while on or about the Easement Area or any of Grantor's adjoining land;
  - d. Grantee's exercise of any and all rights, duties and responsibilities granted by this Easement; and/or

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- e. Any defect or insufficiency of title or authority of the Grantor to convey this Easement.
19. **Insurance.** At all times the Grantee shall be required to provide the Grantor adequate evidence of financial responsibility to meet the liabilities, losses, demands and actions from which the Grantee is required to meet. Evidence of adequate financial responsibility shall be either appropriate evidence that the Grantee is self-insured and has sufficient resources to provide coverage equivalent to an insurance policy having combined single limits of not less than \$500,000.00 or, alternatively, evidence of an appropriate insurance policy having combined single limits of not less than \$500,000.00. Upon request, the Grantee shall furnish the Grantor the requisite certificate, or other proof of insurance showing that the Grantor and its officers, employees and agents, are named as additional insureds under the insurance policy. The Grantor may require greater evidence of resources or higher limits of insurance coverage if it determines that greater coverage is reasonably required to cover the risks presented by the underground line. The Grantee shall furnish the Grantor evidence of adequate financial responsibility on or before the effective date of the Easement. If at any time the Grantor determines that the Grantee has not provided adequate evidence of financial responsibility, the Grantee shall immediately suspend any construction, installation, operation, maintenance, repair, removal or replacement on the Easement Area until adequate evidence of financial responsibility is again provided to the Grantor.
20. **Notices.** With the exception of emergency notice provided to the Trail Manager, all notices or other writings this Easement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and deposited in the United States mail, prepaid and addressed as follows:
- a. To the Grantor: Wisconsin Department of Natural Resources, Bureau of Facilities and Lands, 101 S. Webster St., Madison, WI 53703.
  - b. To the Trail Manager: Brown County Parks Department, PO Box 23600, Green Bay, WI 54173.
  - c. To the Grantee: Wisconsin Public Service, Attn: Real Estate, P.O. Box 19001, Green Bay, WI 54307.
  - d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.
- The Trail Manager shall be notified of emergencies via telephone at (920) 448-4464 or the DNR Call Center at 1-888-936-7463.
21. **NR 45 Enforcement.** The Grantor retains management, supervision and control over the Premises for the purpose of enforcing pertinent state laws needed to protect the Premises, its natural resources or the general public, including Chapter NR 45, Wis. Admin. Code, which governs the conduct of visitors to state lands.
22. **Non-Warrantable Title.** The Grantor does not warrant that title to the Easement Area is free and clear of all encumbrances or that it will defend the Grantee in its peaceful use and occupancy of the Easement Area.
23. **Relocation Costs.** If Grantor requests that Grantee's facilities that serve Grantor be relocated, Grantor will be responsible for the costs associated with that relocation and shall grant easement rights covering the new location. If Grantee's facilities that do not serve Grantor need to be relocated at the request of Grantor, Grantee will be responsible for all costs associated with the same.
24. **Headings.** The headings of clauses contained in this Easement are used for convenience and ease of reference only and do not limit the scope or intent of the clause.
25. **Governing Law.** This Easement shall be construed and enforced in accordance with the internal law of the

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State of Wisconsin.

26. **Acknowledgement.** This Easement sets forth the entire understanding of the Grantor and the Grantee and may not be changed except by a written document executed and acknowledged by the Grantor and the Grantee.
27. **Invalidity.** If any term or condition of this Easement shall be deemed invalid or unenforceable, the remainder of this Easement shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
28. **Enforcement.** Enforcement of this Easement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this Easement, either to restrain or prevent the violation or to obtain any other relief.
29. **Additional Conditions.** Additional conditions that apply to this Easement are enumerated below:

END OF TERMS AND CONDITIONS

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IN WITNESS WHEREOF, the Grantor has caused this instrument to be executed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

State of Wisconsin

Department of Natural Resources  
For the Secretary

By \_\_\_\_\_ (SEAL)  
Terry H. Bay  
Bureau Director Facilities and Lands

State of Wisconsin )

) ss.

Dane County )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, the above named Terry H. Bay, Bureau Director of Facilities and Lands for the State of Wisconsin Department of Natural Resources, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

\_\_\_\_\_  
Aubrey F. Johnson  
Notary Public, State of Wisconsin  
My Commission (expires)(is) \_\_\_\_\_

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IN WITNESS WHEREOF, the Grantee has agreed to and caused this easement to be executed on its behalf this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Wisconsin Public Service

By \_\_\_\_\_ (SEAL)  
Kory J. Rentmeester, Supervisor Real Estate Services

State of Wisconsin    )  
                                  ) ss.  
Brown County         )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_ 2021, the above named Kory J. Rentmeester, Wisconsin Public Service, Supervisor Real Estate Services, to me known to be the person who executed the foregoing instrument and acknowledged the same as and for the act and deed of the Grantee.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My Commission (expires)(is) \_\_\_\_\_

\*Please print names

This instrument drafted by:  
State of Wisconsin  
Department of Natural Resources

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**CONSENT TO EASEMENT**

**IN WITNESS WHEREOF**, Brown County c/o Troy Streckenbach, County Executive, Northern Building, 305 E. Walnut Street, Room 120, Green Bay, WI 54301 being the holder of an Agreement Type for the Mountain-Bay State Trail by virtue of said Easement, between the State of Wisconsin Department of Natural Resources and Brown County as recorded on October 25, 2002 as Document No. 1943638 all in Brown County Records against said Premises, does hereby acknowledge, join in and consent to this Underground Gas Pipeline Easement, subject to the same terms and conditions as set forth herein on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Brown County**

By: \_\_\_\_\_ (SEAL)  
Troy Streckenbach  
Brown County Executive

State of Wisconsin        )  
                                      ) ss.  
County of Shawano        )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, the above-named Troy Streckenbach, County Executive, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity therein stated and for the purpose therein contained.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My commission (expires) (is) \_\_\_\_\_

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Exhibit "A"

*Map of Easement Area. Include legal description if it was too lengthy to fit in the document.*

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# EASEMENT MAP (EXHIBIT 'A')

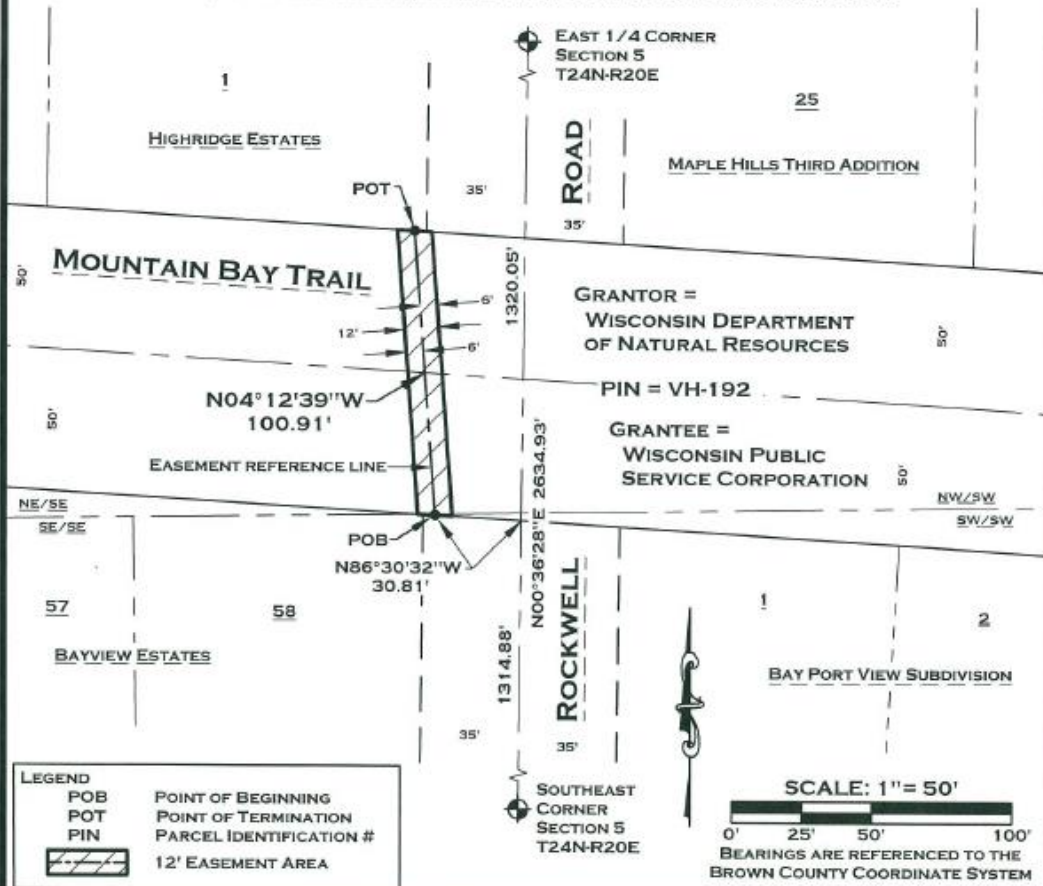
## AN EASEMENT AREA DESCRIBED AS FOLLOWS:

ALL THAT PART OF THE GRANTOR'S PROPERTY LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, SECTION 5, TOWNSHIP 24 NORTH, RANGE 20 EAST, VILLAGE OF HOWARD, BROWN COUNTY, WISCONSIN, LYING 6.00 FEET ON EACH SIDE (12.00 FEET TOTAL WIDTH) OF THE EASEMENT REFERENCE LINE DESCRIBED BELOW:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 5; THENCE N00°36'28"E, 1314.88 FEET ON THE EAST LINE OF SAID SOUTHEAST 1/4 TO THE SOUTH RIGHT OF WAY OF THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES MOUNTAIN BAY TRAIL; THENCE N86°30'32"W, 30.81 FEET ON SAID SOUTH RIGHT OF WAY TO SAID EASEMENT REFERENCE LINE, THE POINT OF BEGINNING; THENCE N04°12'39"W, 100.91 FEET ON SAID EASEMENT REFERENCE LINE TO THE NORTH RIGHT OF WAY OF SAID MOUNTAIN BAY TRAIL, THE POINT OF TERMINATION.

THE SIDELINES OF SAID 12.00 FOOT WIDE EASEMENT EXTEND AND SHORTEN TO INTERSECT WITH THE NORTH AND SOUTH RIGHT OF WAY OF THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES MOUNTAIN BAY TRAIL.

SAID DESCRIBED LAND (PERMANENT EASEMENT) CONTAINS 1,211 SQ. FT. OR 0.028 ACRES MORE OR LESS.



PREPARED BY:



**ROBERT E. LEE & ASSOCIATES, INC.**

ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES

1250 CENTENNIAL CENTRE BOULEVARD

HOBART, WI 54155

INTERNET: WWW.RELEINC.COM

PHONE: (920) 662-9641

FAX: (920) 662-9141

R:\1100\1134\1134507\DWG\EXHIBIT\_ROCKWELL.DWG

PREPARED FOR:



Wisconsin Public Service

700 NORTH ADAMS STREET  
P.O. BOX 19001  
GREEN BAY, WI 54307-9001

PHONE: 800-450-7260

FAX: 920-431-4815

DATE: 02/19/2021

WPS WR # 3190663

REL JOB # 1134507



# EASEMENT MAP (EXHIBIT 'A')

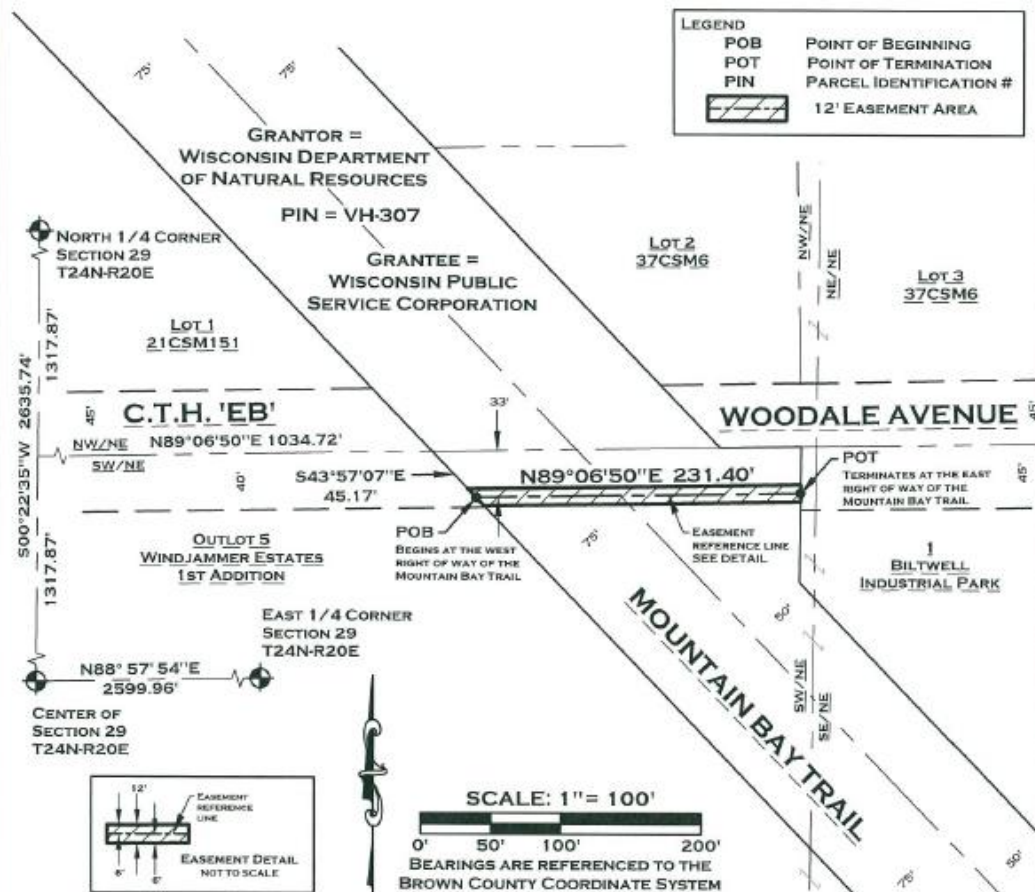
## AN EASEMENT AREA DESCRIBED AS FOLLOWS:

ALL THAT PART OF THE GRANTOR'S PROPERTY LOCATED IN PART OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 9, TOWNSHIP 24 NORTH, RANGE 20 EAST, VILLAGE OF HOWARD, BROWN COUNTY, WISCONSIN, LYING 6.00 FEET ON EACH SIDE (12.00 FEET TOTAL WIDTH) OF THE EASEMENT REFERENCE LINE DESCRIBED BELOW:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 9; THENCE S00°22'35"W, 1317.87 FEET ON THE NORTH/SOUTH ONE-QUARTER LINE OF SAID SECTION TO THE EAST/WEST ONE SIXTEENTH LINE OF SAID NORTHWEST 1/4; THENCE N89°06'50"E, 1034.72 FEET ON SAID ONE-SIXTEENTH LINE TO THE WEST RIGHT OF WAY OF THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES MOUNTAIN BAY TRAIL; THENCE S43°57'07"E, 45.17 FEET ON SAID WEST RIGHT OF WAY TO SAID EASEMENT REFERENCE LINE, THE POINT OF BEGINNING; THENCE N89°06'50"E, 231.40 FEET ON SAID EASEMENT REFERENCE LINE THAT IS 33.00 FEET SOUTH OF AND PARALLEL TO SAID ONE-SIXTEENTH LINE TO THE EAST RIGHT OF WAY OF SAID MOUNTAIN BAY TRAIL, THE POINT OF TERMINATION.

THE SIDELINES OF SAID 12.00 FOOT WIDE EASEMENT EXTEND AND SHORTEN TO INTERSECT WITH THE EAST AND WEST RIGHT OF WAY OF THE DEPARTMENT OF NATURAL RESOURCES MOUNTAIN BAY TRAIL.

SAID DESCRIBED LAND (PERMANENT EASEMENT) CONTAINS 2,777 SQ. FT. OR 0.064 ACRES MORE OR LESS.



PREPARED BY:

**ROBERT E. LEE & ASSOCIATES, INC.**  
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES  
1250 CENTENNIAL CENTRE BOULEVARD  
HOBART, WI 54155  
INTERNET: WWW.RELENG.COM  
PHONE: (920) 662-6641  
FAX: (920) 662-9141  
R:\1100\1134\1134507\DWG\EXHIBIT\_WOODALE.DWG

PREPARED FOR:

**WPS**  
Wisconsin Public Service

700 NORTH ADAMS STREET  
P.O. BOX 19001  
GREEN BAY, WI 54307-9001  
PHONE: 800-450-7250  
FAX: 920-431-4815

DATE: 2/17/2021

WPS WR # 3190663

REL JOB # 1134507

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No. 14g -- **RESOLUTION TO APPROVE SIX DAY FEE WAIVER REQUEST IN 2023 FOR USE OF REFORESTATION CAMP FACILITIES BY SKI FOR LIGHT, INC.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County ("County") is the owner and operator of the Reforestation Camp park located in Suamico, Wisconsin, whose fees are set by the Brown County Board of Supervisors; and

**WHEREAS**, Ski for Light, Inc. is a nonprofit organization that promotes an active lifestyle among visually and mobility impaired adults through a program of cross-country skiing. Their annual international event is held at ski venues across the United States, and was last held at the Brown County Reforestation Camp in 2004, where fees were previously waived; and

**WHEREAS**, Ski for Light, Inc. is seeking to host its annual event (the Event) at the Brown County Reforestation Camp in 2023 for six days, with an estimated attendance of 225-250 skiers, and has requested a waiver of all fees for the Event, including fees for use of the Brown County Reforestation Camp's trails and Ski Lodge building; and

**WHEREAS**, the Greater Green Bay Convention and Visitors Bureau (the GGBCVB) has estimated that the Event will have a local economic impact of one million dollars, and has pledged to donate/grant \$5,000 to help cover Parks Department expenses if the Event is held and Brown County waives the fees as requested.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that:  
**1)** as long as the GGBCVB donates/grants \$5,000 to Brown County prior to the Event occurring, the fee waiver request by Ski For Light, Inc., as described above, including waiving fees for use of the Brown County Reforestation Camp's trails and Ski Lodge building for their six-day Event, is hereby approved; and **2)** Parks Department staff and Corporation Counsel are authorized and directed to work together and take any and all actions necessary to enter into a contract with Ski for Light, Inc. regarding said event.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution authorizes Parks Department to enter into an agreement waiving the 2023 rental fee. Event expenses that are normally covered through the fee will be offset by a pledged \$5,000 donation/grant from the Greater Green Bay Convention & Victors Bureau.*

Respectfully submitted,

EDUCATION & RECREATION  
COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-039R

Authored by Parks Department

Final Draft Approved by Corporation Counsel

## ATTACHMENTS TO RESOLUTION #14G

### PARKS

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23800  
GREEN BAY, WI 54305-3600



**Matt Kriese**

PHONE: (920) 448-6242 FAX: (920) 448-4054

PARKS DIRECTOR

### RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 04/20/2021  
**REQUEST TO:** Education and Recreation Committee & County Board of Supervisors  
**MEETING DATE:** 05/05/2021 and 5/19/2021, respectively  
**REQUEST FROM:** Matt Kriese  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE: RESOLUTION TO APPROVE SIX DAY FEE WAIVER REQUEST IN 2023  
FOR USE OF REFORESTATION CAMP FACILITIES BY SKI FOR LIGHT, INC.**

### ISSUE/BACKGROUND INFORMATION:

Ski for Light, Inc. is a not for profit organization that promotes an active lifestyle among visually and mobility impaired adults through a program of cross-country skiing. The international event was held at the Brown County Reforestation Camp in both 2001 and 2004. The local economic impact is estimated to be one million dollars. They submitted a request for full waiver for use of the Reforestation Camp for six days in 2023.

### ACTION REQUESTED:

Request to Approve this Resolution

### FISCAL IMPACT:

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$5,000 in expenses
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?
  - b. If no, how will the impact be funded? This event has mentioned they would not come to Brown County if a fee waiver is not approved. If they do not come, we would not see this expense. The CVB stated they will donate \$5,000 to Brown County to help offset the expenses.
  - c. If funding is from an external source, is it one-time ☒ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

***x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED***

14g

**No. 14h -- RESOLUTION APPROVING TENTATIVE BUDGET FOR PARKS – EXPO CENTER FOR FISCAL YEAR JUNE 1, 2021 TO MAY 31, 2022.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, on May 15, 2019 Brown County Board of Supervisors approved the Expo Center Management Agreement between Brown County and PMI Venue Management, LLC; and

**WHEREAS**, the Parks Department oversees the management of the Expo Center; and

**WHEREAS**, the current budget year for the Expo Center expires on May 31, 2021, which does not align with the County's calendar year budget cycle; and

**WHEREAS**, the Education and Recreation Committee has reviewed and approved the 2021-2022 Expo Center budget, which begins on June 1, 2021, and recommends its approval and adoption.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that it hereby approves of and adopts the Parks Department-Expo Center proposed budget and rate schedule for fiscal year July 1, 2021 to June 30, 2022, attached to and incorporated into this Resolution by attachment and reference to be effective on July 1, 2021; and

**BE IT FURTHER RESOLVED** by the Brown County Board of Supervisors that the requested budget and rate schedule will be approved of and included within the proposed 2022 Annual County Budget during the annual budget approval process.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This tentatively approves the budget for the Parks-Expo Center 2022 budget, which will need final approval by the County Board during the 2022 budget process.*

Respectfully submitted,

EDUCATION AND RECREATION  
COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-035R

Authored by: Department of Administration

Approved by: Corporation Counsel

**ATTACHMENTS TO RESOLUTION #14H**  
**ON THE FOLLOWING PAGES**

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.browncountywi.gov](http://www.browncountywi.gov)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 5/18/2021  
**REQUEST TO:** Education & Recreation and County Board of Supervisors  
**MEETING DATE:** 5/5/21 and 5/19/21, respectively  
**REQUEST FROM:** Parks – Expo Center

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION APPROVING TENTATIVE BUDGET FOR PARKS-EXPO CENTER FOR FISCAL YEAR JUNE 1, 2021 TO MAY 31, 2022

**ISSUE/BACKGROUND INFORMATION:**

Each year, Education and Recreation will be presented with the Parks-Expo Center proposed budget in May. As all financial proposals should be submitted in Resolution format, this resolution details the anticipated budget for the next fiscal year, which will be included in the 2022 Brown County Budget and subject to approval by the County Board of Supervisors during the budget process.

**ACTION REQUESTED:**

To approve

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Proposed 2022 Budget
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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1/7/2020

PARKS 2022 BUDGET

Account Description	2021 Adopted Budget	2022 Executive Budget
<i>Fund 680 - Expo Center</i>		
<b>REVENUES</b>		
Sales Special Events	452,730	1,000,000
Sales Concessions and Food	94,637	-
Rent Income	-	80,000
Sponsorship	145,833	400,000
<b>REVENUES TOTAL</b>	<b>693,200</b>	<b>1,480,000</b>
<b>EXPENSES</b>		
Supplies	27,500	142,959
Repairs and Maintenance Building	167,177	203,250
Marketing	27,688	99,200
Electric	201,667	330,000
Gas, oil, etc.	41,250	99,000
Water and Sewer	18,333	44,000
Contracted Services	205,209	507,479
Insurance	-	51,940
<b>EXPENSES TOTAL</b>	<b>688,824</b>	<b>1,477,828</b>
<b>REVENUE GRAND TOTALS:</b>	<b>693,200</b>	<b>1,480,000</b>
<b>EXPENSE GRAND TOTALS:</b>	<b>688,824</b>	<b>1,477,828</b>
<b>NET GRAND TOTALS:</b>	<b>4,376</b>	<b>2,172</b>

14h

**PARKS-Expo Center Rates and Fees - Appendix A**

<b>Standard Rate</b>	<b>Price Per Sq. Ft.</b>	<b>Sq. Ft.</b>	<b>Total Rent Per Event Day</b>	<b>1st Move In Day</b>	<b>Addtl. Move In Days</b>	<b>Move Out Day</b>	<b>Addl. Move Out Day</b>
Hall A	\$ 0.16	40,000	6,400	Included	3,200	Included	3,200
Hall B	\$ 0.16	40,000	6,400	Included	3,200	Included	3,200
Hall C	\$ 0.16	40,000	6,400	Included	3,200	Included	3,200
1st Level Prefunction			Included	Included		Included	
Suite 1			550	Included	275	Included	275
Suite 2			550	Included	275	Included	275
Suite 3			550	Included	275	Included	275
Suite 4			550	Included	275	Included	275
Suite 5			550	Included	275	Included	275
Suite 6			550	Included	275	Included	275
Suite 7 (Flex Space)			750	Included	375	Included	375
2nd Level Prefunction			550	Included	275	Included	275
Coat Room			Included	Included		Included	
Box Office 1			Included	Included		Included	
Box Office 2			Included	Included		Included	
Box Office 3			Included	Included		Included	
First Aid Room			Included	Included		Included	
Green Room 1			Included	Included		Included	
Green Room 2			Included	Included		Included	
<b>TOTAL ENTIRE BUILDING</b>			<b>23,800</b>		<b>11,900</b>		<b>11,900</b>

<b>Non-Profit and Off-Season Rate</b>	<b>Price Per Sq. Ft.</b>	<b>Sq. Ft.</b>	<b>Total Rent Per Event Day</b>	<b>1st Move In Day</b>	<b>Addtl. Move In Days</b>	<b>Move Out Day</b>	<b>Addl. Move Out Day</b>
Hall A	\$ 0.12	40,000	4,800	Included	2,400	Included	2,400
Hall B	\$ 0.12	40,000	4,800	Included	2,400	Included	2,400
Hall C	\$ 0.12	40,000	4,800	Included	2,400	Included	2,400
1st Level Prefunction			Included	Included		Included	
Suite 1			413	Included	206	Included	206
Suite 2			413	Included	206	Included	206
Suite 3			413	Included	206	Included	206
Suite 4			413	Included	206	Included	206
Suite 5			413	Included	206	Included	206
Suite 6			413	Included	206	Included	206
2nd Level Prefunction			413	Included	206	Included	206
Coat Room			Included	Included		Included	
Box Office 1			Included	Included		Included	
Box Office 2			Included	Included		Included	
Box Office 3			Included	Included		Included	
First Aid Room			Included	Included		Included	
Green Room 1			Included	Included		Included	
Green Room 2			Included	Included		Included	
<b>TOTAL ENTIRE BUILDING</b>			<b>17,850</b>		<b>8,925</b>		<b>8,925</b>

<b>Tourism/Live Event Rate</b>	<b>Price Per Sq. Ft.</b>	<b>Sq. Ft.</b>	<b>Total Rent Per Event Day</b>	<b>1st Move In Day</b>	<b>Addtl. Move In Days</b>	<b>Move Out Day</b>	<b>Addl. Move Out Day</b>
Hall A	\$ 0.08	40,000	3,200	Included	1,600	Included	1,600
Hall B	\$ 0.08	40,000	3,200	Included	1,600	Included	1,600
Hall C	\$ 0.08	40,000	3,200	Included	1,600	Included	1,600
1st Level Prefunction			Included	Included		Included	
Suite 1			275	Included	138	Included	138
Suite 2			275	Included	138	Included	138
Suite 3			275	Included	138	Included	138
Suite 4			275	Included	138	Included	138

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Tourism/Live Event Rate (cont'd)	Price Per Sq. Ft.	Sq. Ft.	Total Rent Per Event Day	1st Move In Day	Addtl. Move In Days	Move Out Day	Addl. Move Out Day
Suite 5			275	Included	138	Included	138
Suite 6			275	Included	138	Included	138
Suite 7 (Flex Space)			275	Included	138	Included	138
2nd Level Prefunction			375	Included	188	Included	188
Coat Room			Included	Included		Included	
Box Office 1			Included	Included		Included	
Box Office 2			Included	Included		Included	
Box Office 3			Included	Included		Included	
First Aid Room			Included	Included		Included	
Green Room 1			Included	Included		Included	
Green Room 2			Included	Included		Included	
<b>TOTAL ENTIRE BUILDING</b>			<b>11,900</b>		<b>5,950</b>		<b>5,950</b>

OUTDOOR PLAZA PRICING	Onieda Side Only Add on to Hall A Rental	Per Section	Entire Plaza Per Day	Suppleme nt to Renting Entire Bldg Flat fee for duration of event	Move In Day	Move Out Day	Addl. Move Out Day
Standard Rate	1,000	n/a	6,400	5,000	Included	Included	3,200
Nonprofit / Offseason	1,000	n/a	4,600	5,000	Included	Included	2,300
Tourism/Live Event Rate	1,000	n/a	3,200	5,000	Included	Included	1,600
Community Rate	1,000	300	800	n/a	n/a	n/a	n/a

\* Rental Fees include original room set, additional room set changes will receive additional charges

\* Service Charge TBD, Sales Tax Apply to Wisconsin Tax Code

\* 10% Rental Fee Discount for booking more than one event per calendar year

Brown County Parks Director with approval from Brown County Administration and the Chair of the Education and Recreation Committee can make one-time adjustments to this schedule.

146



**Special Administration Committee and Special Planning, Development & Transportation Committee**

**No. 14i -- RESOLUTION TO ALLOCATE \$100,000 FOR MEETING AGENDA AND MANAGEMENT SOFTWARE BY SETTING ASIDE CONTINGENCY FUNDS.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County is in need of *Meeting Agenda and Management Software*, and it is desirable to allocate \$100,000 for said purpose by setting aside \$100,000 in funds from the Contingency Fund until such time as the County Clerk brings back a specific proposal to purchase such software for approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Brown County Board of Supervisors hereby authorizes and directs that \$100,000 from the Contingency Fund shall be set aside to purchase *Meeting Agenda and Management Software* until such time as the County Clerk brings back a specific proposal to purchase such software for approval.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution sets aside \$100,000 from the contingency fund for agenda and meeting management software, and requires additional approval from the Administration Committee prior to the release of those funds.*

Respectfully submitted,

SPECIAL ADMINISTRATION  
COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-043R

Authored by: Corporation Counsel at Direction of Administration Committee

Final Draft Approved by: Corporation Counsel

**ATTACHMENT TO RESOLUTION #14I**  
**ON THE FOLLOWING PAGE**

CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@co.brown.wi.us](mailto:David.Hemery@co.brown.wi.us)

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 05-13-2021  
REQUEST TO: SPECIAL Administration Committee and Co Bd  
MEETING DATE: 05-19-2021 for Both  
REQUEST FROM: Dave Hemery, at direction of Admin Comm  
Corp Counsel  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: **RESOLUTION TO ALLOCATE \$100,000 FOR MEETING AGENDA AND MANAGEMENT SOFTWARE BY SETTING ASIDE CONTINGENCY FUNDS**

**ISSUE/BACKGROUND INFORMATION:**

Software is needed

**ACTION REQUESTED:**

Consider and approve

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? *This resolution does not require an appropriation from the General Fund. This resolution sets aside \$100,000 from the contingency fund for agenda and meeting management software, and requires additional approval from the Administration Committee prior to the release of those funds.*
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.  
☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

141

**Special Planning Development & Transportation Committee**

**No. 14j -- RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE UW-EXTENSION DEPARTMENT – LTE COMMUNITY GARDEN AMBASSADOR.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, a table of organization request was submitted by the UW-Extension Department ("Department"); and

**WHEREAS**, the Department is in need of Gardeners and community awareness to the Garden Program; and

**WHEREAS**, the Department needs a position to address food insecurity, recruit low income diverse gardeners and increase awareness to the community; and

**WHEREAS**, the Department will cover the financial impact with Community Garden Revenue; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of one (0.12 FTE) LTE Community Garden Ambassador.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of one (0.12 FTE) LTE Community Garden Ambassador position; and

**BE IT FURTHER RESOLVED** that, should the funding end, said Position will end and be eliminated from the U.W. Extension table of organization.

**Budget Impact:** UW-Extension

<b>Annual Budget Impact</b>	<b>FTE</b>	<b>Addition /Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Community Garden Ambassador \$9.50/hr Position #TBD Hours: 12</b>	<b>.012</b>	<b>Addition</b>	<b>\$494</b>	<b>\$39</b>	<b>\$533</b>
<b>Revenue in Community Garden Revenue</b>					<b>(\$533)</b>
<b>Annual Budget Impact</b>					<b>\$0</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Personnel costs will be offset by Community Garden Revenue.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE-SPECIAL  
ADMINISTRATION COMMITTEE-SPECIAL

Approved By: /s/ Troy Streckenbach Date: 05/20/2021

21-042R

Authored by UW-Extension

Final Draft Approved by Corporation Counsel's Office

**ATTACHMENT TO RESOLUTION #14J**  
**ON THE FOLLOWING PAGE**

# Brown County

305 E. WALNUT STREET  
P.O. BOX 23800  
GREEN BAY, WI 54305-3600

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 5-13-21  
**REQUEST TO:** PD & T, Administration and County Board  
**MEETING DATE:** 5/19/2021  
**REQUEST FROM:** Judy Knudsen  
Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE UW-EXTENSION  
DEPARTMENT – LTE COMMUNITY GARDEN AMBASSADOR

### **ISSUE/BACKGROUND INFORMATION:**

the Department is in need of Gardeners and community awareness to the Garden Program and needs a position to address food insecurity, recruit low income diverse gardeners and increase awareness to the community.

### **ACTION REQUESTED:**

Add LTE COMMUNITY GARDEN AMBASSADOR

### **FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?  
If no, how will the impact be funded? Costs will be covered by Community Garden Revenue
  - b. If funding is from an external source, is it one-time ☒ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

12/3/2018

14j

**No. 15 -- COMMITTEE OF THE WHOLE.**

None.

**No. 16 -- CLOSE SESSION**

None.

**No. 17 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.**

**No. 17a -- FROM SUPERVISORS SCHADEWALD AND BORCHARDT: TO LOOK AT COUNTY CODE FOR VIRTUAL MEETINGS FOR STANDING COMMITTEE MEETINGS AND SUBCOMMITTEES THAT IF THEY CHOSE TO HAVE A VIRTUAL OPTION FOR MEMBERS THEY ARE ALLOWED TO DO SO. AND TO CODIFY OUR CODE FOR THIS.**

Referred to Executive Committee.

**No. 17b -- FROM SUPERVISOR SCHADEWALD: DIRECT THE CORPORATION COUNSEL TO EXAMINE THE COUNTY CODE OF ORDINANCES AND CLARIFY ATTENDANCE AND VOTING OPTIONS FOR COUNTY BOARD MEMBERS CALLED INTO MILITARY ACTIVE DUTY.**

Referred to Executive Committee.

**No. 17c -- FROM SUPERVISOR SCHADEWALD: DIRECT THE CORPORATION COUNSEL TO EXAMINE OUR COUNTY CODE OF ORDINANCES AND CLARIFY ATTENDANCE AND VOTING OPTIONS FOR ALL AD-HOC COMMITTEES, SUBCOMMITTEES AND/OR BOARDS, EXCEPT THE COUNTY BOARD AND REPORT TO EXECUTIVE COMMITTEE.**

Referred to Executive Committee.

**No. 18 -- BILLS OVER \$5,000 FOR PERIOD ENDING APRIL 30, 2021.**

A motion was made by Supervisor Borchardt and seconded by Supervisor Jacobson “**to pay the bills for the period ending April 30, 2021.**” Vote taken. Motion carried unanimously.

**No. 19 -- CLOSING ROLL CALL**

Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote		
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	Aye	25
De Wane	2	Aye	Buckley	11	Aye	Coenen	20	Aye	Nay	0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Abstain	0
Dorff	4	Aye	Dantinne, JR.	13	Excused	Peters	22	Aye	Excused	1
Jacobson	5	Aye	Brusky	14	Aye	Suennen	23	Aye	Total	25
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye		
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye		
Borchardt	8	Aye	Van Dyck	17	Aye	Deney	26	Aye		
Evans	9	Aye	Hopkins	18	Aye					

No. 20 -- ADJOURNMENT TO WEDNESDAY, JUNE 16, 2021 AT 7:00 P.M.

A motion was made by Supervisor Chu and seconded by Supervisor Evans “**to adjourn to the above date and time.**” Vote taken. Motion carried unanimously.

Meeting Adjourned at 9:40pm

/s/ Patrick W. Moynihan, Jr.

PATRICK W. MOYNIHAN, JR.  
Brown County Clerk